Christchurch school of Gymnastics

Sept/Oct 2026
Week 1: 28th Sept - 2nd Oct
Week 2: 5th Oct - 9th Oct

CIRCUS WEEK

For ages 5-14 years

9am - 3pm
$45.00 per day
Mon - Fri Week 1
Mon - Fri Week 2

8.30am - 5.00pm
$65.00 per day
Mon - Fri Week 1
Mon - Fri Week 2

BOOKINGS ESSENTIAL
WINZ subsidies apply

ACTIVITIES THESE HOLIDAYS:

Monday: gymnastics, activities & games
Tuesday: trampoline (bring socks), crafts & circus skills
Wednesday: gymnastics, baking, & safari scavenger Hunt
Thursday: trampoline (bring socks), & clown challenges
Friday: gymnastics, trampoline, & circus spectacular

O.S.C.A.R. SCHOOL HOLIDAY PROGRAMME

FLIPPING BRILLIANT!

STUFF YOU SHOULD KNOW

Cut along the dotted lines to keep this information page for your reference.
A complete copy of our programme policy and procedures is available on request.

SUPERVISION AND SAFETY

This programme is delivered by the Christchurch School of Gymnastics. All coaches are registered with Gymnastics New Zealand and are qualified to the level that they are coaching. We always have coaches certified in first aid. Staff ratio is 1:10 for activities that are based in the Gymnasium and 1:6 for outings on the park.

BEHAVIOUR

Parents need to be aware that, because safety is our first consideration, our policy must be strictly adhered to. Parents will be notified if their child is causing a disruption. CSG reserves the right to remove from its programmes any child who causes a disruption to the programme or who may cause harm to themselves or another participant. A refund of fees will not apply.

MEDICAL

If your child has a medical condition that may affect their full participation in our programme, you must notify us before the beginning of the programme so that we can inform our coaches and document it in our records.

SICKNESS/ABSENCES

Out of consideration for other participants, please do not bring unwell children to the programme. Please notify us by phone if your child will be away / arriving late / leaving early.

CONCERNS

Please follow these procedures for any concerns:
1. Raise your concern, suggestion, compliment or complaint with the Holiday Programme Co-ordinator, Marie Lakin or the Holiday Programme Supervisor Maree Diver.
2. If this is not appropriate, please discuss your concern in writing to our General Manager.
3. Alternatively, you may put it in writing addressed to Christchurch School of Gymnastics, PO Box 18-827, Christchurch.

FEES

We accept bank transfer, cash and have EFTPOS facilities. Credit cards incur a 3% surcharge. Bank account: Westpac 03-1591-0125730-00.

REFUNDS AND CANCELLATIONS

All fees for the OSCAR Holiday Programme are non-refundable. Refunds will not be issued for absences, changes in plans, or disruptions due to circumstances beyond our control (e.g., illness, natural disasters, or government restrictions). In the unlikely event that we cancel the programme, a full refund or credit for a future programme will be offered. By enrolling, you acknowledge and accept this policy.

DROP OFF AND PICK UP TIMES

Doors open at 8.30am for drop off. Parents and caregivers need to ensure that children are dropped off safely at the commencement of the programme and picked up punctually at the end of the programme. Children must be signed in and out. A late pick up penalty charge of $10.00 every 15 minutes may apply.

EACH DAY, PLEASE BRING:
GYM CLOTHES (SHORTS AND T-SHIRT, OR LEOTARD), WATER BOTTLE, MORNING TEA, AND A HEALTHY LUNCH.
CLEAN SOCKS FOR TRAMPOLINING ON TUESDAY & THURSDAY

WE HAVE A "NO HAT - NO OUTSIDE PLAY' POLICY.

GET IN TOUCH

38 Mark Treffers Drive
QEII Park
Christchurch
03 388 6616
marie.lakin@chchgymnastics.co.nz
www.chchgymnastics.com

O.S.C.A.R. HOLIDAY PROGRAMME ENROLMENT FORM

Please circle the times AND days you would like your child to attend

8.30am – 5pm or 9.00am – 3.00pm

Mon 28th Sept/ Tues 29th Sept/ Wed 30th Sept/ Thur 1st Oct/ Fri 2nd October 2026
Mon 5th/ Tues 6th/ Wed 7th/ Thur 8th/Fri 9th October 2026

YOU WILL RECEIVE AN INVOICE ONCE YOUR BOOKING IS CONFIRMED

Child's Name: _____ D.O.B: _____

Child's Name: _____ D.O.B: _____

1st Contact (Main Parent/Caregiver) Name: _____

Phone: (w)_____ (m)_____
Home Address:
_____

_____

Email Address: _____

Emergency contact details in case parent/caregiver cannot be contacted (must be different to 1st contact details):

2nd Contact (Required):

Name: _____ Relationship: _____

Phone: (h)_____ (w)_____

(m)_____

3rd Contact (Required):

Name: _____ Relationship: _____

Phone: (h)_____ (w)_____

(m)_____

People authorised to collect your child:

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

People NOT authorised to collect your child:

Name: _____ **Signature:** _____

Child's Doctor: _____ **Phone:** _____

How will your child travel to and from the gym?

_____

Does your child have any health/dietary needs we should be aware of?

_____

_____

Cultural expectations:

_____

_____

Is there anything else we should be aware of?

_____

_____

Parent/Caregiver signature: _____

Privacy Act 2020: In accordance with the Privacy Act 2020. This information is solely for the purpose of providing our services and will not be disclosed to any third party without your express written consent, except where required by law (e.g., court order) or if there's a serious risk of harm to yourself or another person (including child safety concerns), or for Te Kahui Kahu auditing purposes. Your information is kept safe & secure. You can get access to your information on request.

Name: _____ **Date:** _____

Please read the parent information on the following pages and sign the parent contract on the last page

O.S.C.A.R. HOLIDAY PROGRAMME
PARENT CONTRACT AND PARENT INFORMATION

ENROLMENT

Enrolment is confirmed upon receiving an invoice, completion of an enrolment form & the signing of this sheet. Please inform staff of any relevant changes to your enrolment details. It is crucial we have up to date information.

MEALS

You must provide your child with morning tea, water, fruit and a healthy lunch. Please ensure you child does not bring extra sweets and junk food. Afternoon tea must also be provided if your child is enrolled until 5pm.

ABSENCES

Once your child's name is on the roll, we expect him/her to be here at the programme unless we have been notified by the parent/caregiver. Please phone us as soon as possible if your child is sick. If we have not been notified and your child does not arrive we will do EVERYTHING we can to locate him/her. Your child's safety is paramount to us!

COLLECTING YOUR CHILD

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter. Please remember the programme finishes at 3pm or 5pm. A late pick penalty of $10.00 per every 15 minutes applies.

SIGN IN AND OUT

Each day it is essential that you sign your child in & out in the daily attendance sheet. This is located at reception. We need to know that your child has gone home safely. Written permission is required if your child is to travel home alone detailing means of travel. Otherwise you must always sign in your child in on arrival and out on departure.

FEES

$45.00 or $65.00 day rate.
Late pick up penalty $10.00 every 15 minutes.

Your place in the programme is confirmed upon receipt of an invoice. Fees should be paid in FULL before the start of the holiday period.
We accept bank transfer, cash and have EFTPOS facilities. Credit cards incur a 3% surcharge.

POLICIES AND PROCEDURES

Please see the supervisor if you wish to see the policies and procedures booklet. It contains detailed information on health and safety, making a complaint and employment practices. If there are any changes to the information you have supplied us it is your responsibility to inform us by phone followed up in writing.

BEHAVIOUR MANAGEMENT

We use behaviour management techniques that encourage positive self esteem development. This is done through positive reinforcement and a stimulating and varied programme. Every effort is made to assist your child to settle into the programme. However, if your child's behaviour is consistently harmful to the other children, caregivers will be asked to remove him/her from the programme.

EMERGENCIES

Our staff are trained in first aid and to deal with emergencies. In the case of a serious accident involving your child, the staff will contact you and take your child (or deliver by ambulance) to the nearest medical facility. In a civil emergency, the staff will remain at the centre until all children have been picked up.

CHILD SAFETY

The programme has detailed protection policy which includes the reporting of any suspected child abuse to the department of Oranga Tamariki and other agencies.

COMPLAINTS

The club has a complaints procedure. If you have any problems, please approach the Holiday Programme Co-ordinator, or if necessary the Holiday Programme Supervisor, or the General Manager, and they will be happy to assist you with your concerns.

SICK CHILDREN

Please do not send sick children to the programme as we do not have the facility or the staff to attend to them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

Please sign the below contract to complete the enrolment

I agree and acknowledge:-

- I have read and understand the above information.
- The supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- All care is taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff nor management of the programme will be liable for any costs or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.
- Privacy Act 2020: In accordance with the Privacy Act 2020. This information is solely for the purpose of providing our services and will not be disclosed to any third party without your express written consent, except where required by law (e.g., court order) or if there's a serious risk of harm to yourself or another person (including child safety concerns), or for Te Kahui Kahu auditing purposes.. Your information is kept safe & secure. You can get access to your information on request.

Parent/Caregiver Name:_____

Parent/Caregiver Signature: _____ **Date**____/____/_____

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